



January 22, 2006

## **Parks Maintenance Worker III**

### **(Full-Time Open Opportunity)**

**SALARY:** \$3,142.58- \$3,819.82 (approximate monthly salary)

**FINAL FILING DATE:** Application materials must be received by the Human Resources Division not later than 5:00 p.m. on February 9, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. [www.lodi.gov](http://www.lodi.gov)

**THE POSITION: Parks Maintenance Worker III** -Under general supervision, serves as a lead worker in parks and grounds maintenance; performs a variety of semi-skilled and skilled maintenance for City parks, grounds and buildings; performs related work as assigned. This is the advanced journey level in the parks maintenance class series. Positions in the class perform a broad range of maintenance tasks. They are distinguished from the Parks Maintenance II class in that they regularly lead a field crew and are expected to perform the most technically complex maintenance tasks, and act as Parks Supervisor in his/her absence. Regularly exercises technical or functional supervision over lower level maintenance workers. Receives general supervision from the Parks Supervisor; In addition to those of the Parks Maintenance Worker II, duties may include, but are not limited to, the following: Assists in supervising the installation and maintenance of sprinkler systems; adjusts, repairs and replaces timing mechanisms; Performs basic carpentry, concrete, plumbing and electrical work in new construction and repair of parks facilities including boat docks, retaining walls, concrete foundations, curbs, walkways, slabs and mowing strips; Assigns, reviews and paints parks building; Constructs work schedules for assigned crew; assigns and reviews their work; Assists supervisor in planning landscaping and irrigation systems; Prepares time and work reports on personnel in assigned crew; Uses electrical and gas building equipment; Maintains pools; Mixes and sprays herbicides, fungicides and pesticides, treats waterways for algae; Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools; operates trucks, trailers and tractors with attachments; Observes safe work methods and uses safety equipment; attends safety meetings; stores and handles pesticides, herbicides and fungicides; Performs other related duties as required. **Knowledge of:** Basic carpentry, plumbing, concrete work, and electrical work; Safe work practices and regulations related to the work; Basic gardening practices. **Ability To:** Organize, assign, and review the work of subordinate personnel; Read and understand simple blueprints; Recognize common plants, plant diseases and insect pests; Understand and carry out oral and written instructions.

**Education and Experience:** A combination of education and experience may provide the required knowledge and abilities. A typical combination is:

**Education:** Equivalent to the completion of high school.

**Experience:** Three years of experience in parks maintenance, construction, or a related field.

**License:** Possession of a valid Driver's License issued from the California Department of Motor Vehicles. Must obtain a valid Qualified Applicator Certificate prior to completion of one year (within on year of employment).

**TESTING PROCESS:** Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

**Evaluation of Qualifications:** Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

**Equal Opportunity Employer**

**EQUAL OPPORTUNITY EMPLOYER** - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

**AMERICANS WITH DISABILITY ACT** - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

**CRIMINAL BACKGROUND INFORMATION** - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

**HIRING PROCEDURE** - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

**CONDITIONAL JOB OFFERS** - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

**MEDICAL-DRUG SCREENING** – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

**APPOINTMENT** - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

#### **EMPLOYMENT BENEFITS**

**SALARY** - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

**HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE** - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

**HEALTH INSURANCE** - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

**LIFE INSURANCE AND LONG TERM DISABILITY** - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

**RETIREMENT AND DEFERRED COMPENSATION** - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

**FLEXIBLE SPENDING ACCOUNT** - Employees may participate in a Section 125 Flexible Spending Account.

**IMPORTANT NOTE:** This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

